

# Minutes Community and Business Reference Group Port Campbell Town Centre Revitalisation Project



Date & Time: 9 February 2022 – 10.30am

Venue: Microsoft Teams

Attendees: Jamie Vogels – Ward Councillor (Chair), Rory Neeson – Corangamite Shire, Albert Toal – Community Representative, Cheryl Tregoe – Community Representative, Marion Manifold – Community Representative, Julie Brazier – Community and Business Representative,

Apologies: Jiri Haureljuk – Business Representative, Justine Linley – Corangamite Shire, Lesley Barnewall – Community Representative, Jon McLeod – PCG Member and Community Representative, Kylie Treble – Business Representative, Mick Hunt – Business Representative, Richard Stone – Community Representative

1. Welcome – Jamie

- A copy of the recorded meeting can be accessed [here](#)
- Virtual Acknowledgement of Country

2. Introduction of group members (group members introduced themselves and why they have nominated to be involved in the project).

3. Conflicts of Interest – (Jamie asked if any group members have any conflicts of interest.) None recorded.

4. Project Updates – Rory

- Funding Update
  - Rory provided an update on the State and Federal Government funding Council has received to complete the project which included \$6M from the State Government in June 2021 and \$5.6M from the Federal Government in October 2021.
- Project Control Group (PCG) Update
  - Rory advised that a PCG made up of State Government Agencies was stood up in July following the announcement of State Government funding with this group meeting monthly. It is made up of representatives from Department of Transport, Department of Environment, Land, Water and Planning, Regional Development Victoria, Parks Victoria, the Great Ocean Road Authority, Council staff members and a representative from the Port Campbell Progress Group.
  - This group discusses all aspects of the project and ensures that the State Government are provided with regular updates around the various aspects of the project Council has been completing in the pre-construction phase.
- Technical Reference Group (TRG) Update
  - Rory advised that similar to the PCG, a TRG was stood up that includes representatives from Department of Transport, Department of Environment, Land, Water and Planning, Regional Development Victoria, Parks Victoria, Council staff and a representative from the consultant (Myers Planning Group) that

Council has engaged to assist with the approvals and permits required for the project.

- This is to ensure Council is meeting its agreed milestones in the grant agreement and to ensure a collaborative approach is taken for the various permits required from the State Government for different aspects of the project to proceed (e.g. works on the Port Campbell foreshore).
- Probity Advisor Update
  - Rory advised that Council has employed a Probity Advisor to assist Council with a variety of aspects of the project including the Tender preparation, purchasing and the acquittals of the two grants it has received.
- Contract/Tender Update
  - Rory advised that Council released the Tender for all of the works (except for the early footpath works mentioned later in the project update) on 17 December. This closes on 11 February 2022 where it will then be evaluated internally by Council before being brought before Council via a Council Briefing to then be taken to a Council Meeting to award the tender. This is anticipated to occur in April 2022.
- Project Manager Update
  - Rory advised that Council is currently seeking quotes for qualified and appropriately skilled Project Managers to work on the project. They will be involved in the day-to-day construction of the project, working closely with the successful tenderer and will be based out of Port Campbell during all construction phases of the project. This quote closes next week with the aim of appointing someone to then be involved in the tender evaluation.
- Site/Project Office
  - Rory advised that Council is in negotiation with the owner of the building where the Alcove Café used to operate to take on a lease for the construction phases of the project at this building.
  - This will provide a spot for employees to work from, a place where meetings can be held as well as an accessible location for people to come and talk to Council about the project and ask any questions.
  - If a new business was looking to set up in the town Council would however look for a new location as we don't want to take up a shopfront if it is stopping a business from operating.
  - Council is hoping to finalise a lease in the coming weeks and take up occupation in the building in April 2022.
- Early works update
  - As part of Council's grant agreement, Council will be looking to complete some early footpath works along Morris Street. This is due to needing to complete some works within a certain time period from when the funding was announced.
  - These works have been proposed as they will have limited impact on businesses while allowing for a sod turning or photo opportunity for politicians. They are planned for March with local contractors to be approached to quote for the works.

- Communications
  - Rory provided an update on the various communication channels Council is utilising, these include the new website [www.portcampbelltowncentre.com.au](http://www.portcampbelltowncentre.com.au), the [Facebook page](#) for the project, regular updates for the Port Campbell Bulletin as well as media releases and social media posts on the main Council page for major updates/milestones.
  - Julie Brazier asked a question about communication and engagement, specifically around tree species and how the community could be involved in the project and what the role of this group would be in the project. Rory responded that the local nursery is mentioned in the tender documentation as a potential supplier as per previous feedback from the community and that some changes had already occurred through the consultation/design work completed in 2020. He also added that the site/project office will provide a place for the community to come and ask questions about the project. The terms of reference to be discussed later would outline the role of this group in the project.
  - Marion Manifold asked some questions around tree species, public art (which was addressed in next topics around public art) the surfers car park and what the correct plans are. Rory responded the plans on the new website dated March 2021 are correct which picked up changes mentioned as part of the adoption of the plans in August 2020 which include the removal of the lookout, changes to the surfer's car park surface and removal of any changes to the colour of pavement on the road surface. Rory discussed how major changes to the project are hard to complete at this time due to the project being out to tender, however tree types and locations could potentially be slightly altered. Rory also added the surfer's car park hasn't grown in size from previous versions of the plans, however will allow for cars with trailers to complete a turn within it.
- Public Art Update
  - Rory advised that a construction contract is currently being prepared by Maddocks Lawyers that is then novated across to the successful tender for Vicki to complete her integrated artworks.
  - Rory advised that Vicki is in the process of finalising her designs which she is still keen to engage with the local community. There are some aspects of her work that Vicki would like to involve the community in.
  - Some questions around the consultation and final designs were asked by Marion and Julie with Rory responding how they plan to be communicated to the community.
  - Marion also asked a question around sound and lighting which Jamie responded that we should wait until we see the final designs before trying to change something that might not need changing.

- Cheryl asked a question on whether the EOI where Vicki was selected from could be made public. Rory advised that this could be added to the town centre website for people to understand what Vicki responded to and to provide more information around the public art aspect of the project.
- Pre-construction surveying
  - Rory advised that Council is keen to have members of the CBRG involved in completing pre-construction surveying/vox pops, which is something that Council has committed to completing as part of its funding applications. The group were all happy to be involved in this.
- Meeting Frequency
  - Rory discussed the meeting frequency being quarterly this could be easily changed if a meeting was required. This is also documented in the Terms of Reference.

#### 5. Draft Terms of Reference – Rory/all

- Rory spoke about how the draft Terms of Reference had been sent to all members of this group twice with only some minor wording clarification received from Marion.
- Rory asked that if anyone in the group has any changes that will need to be provided in writing by Friday 19 February.
- Julie asked a few questions which were able to be clarified as part of the discussions. The one change that Rory made was the number of group members required for a quorum. Rory advised he will make a change to ensure meetings can go ahead when planned.
- Rory will then send a final version out and if no feedback is received will assume agreement with the terms of reference which will be presented as final at our next meeting.
- A comment was also made that members of the group would like it to be made known that they are on this group. Rory advised he is happy for people to say they are a member and again unless he hears from a group member that they don't want their name made public, that Council would include a list of representatives in the next update they complete in the Port Campbell Beacon.

#### 6. Issues for next meeting / general business – Jamie/all

- No issues raised

#### 7. Next meeting – (TBC) – Jamie

- To be confirmed via an online poll to be sent out in April.